

SAMPLE SERVICE STATEMENT FOR THE SERGEANT MAJOR RESIDENT COURSE

YOUR UNIT LETTERHEAD HERE

OFFICE SYMBOL

DATE

MEMORANDUM FOR HRC, Military Schools Branch (Mr. Mosley/Mr. Martin) **or** NGB
Military Schools Branch **and** USASMA Registrar (Ms. Bradford)

SUBJECT: USASMC Required Service Statement

In accordance with AR 350-1 and AR 614-200, I agree to meet the remaining service requirements to attend the Resident US Army Sergeants Major Course (USASMC), Class 67. I understand that once enrolled in the USASMC I will automatically incur a 24 month service obligation from the date of graduation and that my expiration term of service must be 1 July 2019 or later. I understand that by signing this statement, I am acknowledging that if I become eligible to retire under section 3914 or 3917, Title 10, United States Code (USC) my voluntary retirement will not be approved until the required service is completed.

Signature / Date:

Printed Name and last 4 SSN:

Contact Phone Number:

Military Email Address:

**** NOTE: Service Statement must be signed, dated and emailed to HRC-Fort Know
Military Schools Branch email address: [USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-
MANAGER@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL) AND to USASMA Registrar, Ms. Bradford at
betty.l.bradford.civ@mail.mil . This must arrive NLT COB on 31 May.**